

Dear Form A (Approval Not Required) Applicant:

Below are general guidelines for proper submission of your application to the Sheffield Planning Board. The Planning Board is obligated to determine whether your plan needs approval under the subdivision control laws. This document is a guide provided as a service to help you. However, it is the applicant's obligation to make sure all town bylaws and procedures are followed. Also, please review section 4 of the Town's sub-division regulations.

The Sheffield Planning Board meets twice every month. Dates and times are posted. Town by-laws are available free online (www.sheffieldma.gov) or from the Town Clerk for a small fee. Business is attended to at the discretion of the Chairperson, generally on a first signed in, first served basis. Planning Board meetings tend to be busy so please have your forms fully completed. We look forward to working with you.

Sincerely,
Sheffield Planning Board

Application Guidelines

1. Three copies of your stamped application completed and signed by all parties possessing title to the subject property.
2. A check made out to the Town of Sheffield in the amount of \$100.00 for the first two (2) lots and \$50.00 for each additional lot.
3. An original Mylar and three copies of a survey map, all of which must be date stamped by the Town Clerk.
 - a. The survey map must be clearly labeled with the owner's and surveyor's name, date of survey, locus map, and must conform to the standard practices of professionally surveyed land.
 - b. The subject property must be fully surveyed and fully shown on the map, including all permanent structures.
 - c. All parcels or lots with boundary lines that are affected must be shown.
 - d. The boundary lines of abutting properties must be shown, with the book and page and owner's name indicated, though not necessarily fully surveyed. Any parcels altered by the plan must, however, be fully shown.
4. The Board will make its determination based primarily upon three criteria under Massachusetts law and the Town's dimensional regulations:
 - a. Acreage minimum requirements;
 - b. Frontage minimum requirements; and
 - c. Viable access to buildable portions.
5. The Board strongly recommends that the surveyor walk the property with the above requirements in mind and that the applicant and surveyor attend the Planning Board meeting to discuss the application and answer questions.

TOWN OF SHEFFIELD SUBDIVISION REGULATIONS
FORM A

APPLICATION FOR A DETERMINATION OF PLANNING BOARD JURISDICTION AND FOR ENFORCEMENT THAT PLANNING BOARD APPROVAL UNDER SUBDIVISION CONTROL LAW IS NOT REQUIRED.

File 1 completed form with the Planning board and 1 copy with the Town Clerk in accordance with the requirements of Section 4.01 of the *Rules and Regulations Governing the Subdivision of Land in Sheffield MA*, as most recently amended.

Date: _____
Sheffield, MA 01257

To the Planning Board of the Town of Sheffield:

The undersigned, believing that the accompanying plan of his property in the Town of Sheffield does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan (in triplicate) for a determination and endorsement that Planning Board approval under the Subdivision Control law is not required.

1. Name of Applicant(s): _____ Address: _____

2. Plan prepared by: _____
(Registered Land Surveyor / Engineer)

Entitled: _____ Dated: _____

3. Deed of property recorded in: _____

Book: _____ Page: _____

4. Location and Description of Property: _____

_____ Zoning District: _____

5. Applicant(s) believes that Planning Board approval is not required for the following reasons:

a. The division of land shown on the accompanying plan is not a subdivision because every lot shown thereon has the frontage, and the area required by the Town's Zoning By-Law, and is on a public way, namely _____ or on a private way, namely _____ which was approved by the Planning Board under the Subdivision Control Law as a subdivision entitled: _____

b. The land shown on the accompanying plan is not a subdivision for the following reason(s):

Signature(s)

Address

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